

# AFIT



**SECURITY**  
**STUDENT**  
**INPROCESSING**

# **CUSTOMER SERVICE HOURS**

- Monday thru Friday: 0700-1600**
- \* Based on the availability of the Security**
- Manager**

# **AFIT Security Management**

## **\*Overview of Responsibilities**

- **Ensure AFIT personnel have an adequate security clearance needed to perform their jobs**
- **Perform semi-annual security inspections of selected Action Offices**
- **Disseminate Security Education Training to all AFIT personnel once a quarter**
- **Work with base ASC/SYSIS on Special Information Files**
- **Work with AU/SSO on all members requiring access to TS/SCI material**
- **Maintain the ASCAS rosters for AFIT's civilian and military**
- **Work with outside unit/agencies on classified briefings held within the Institute**

**AFIT Security  
Management  
Percentage of  
Classified Stored**

✱ **AFIT/EN - 85%**

□ **AFIT/LS - 10%**

□ **AFIT/CE - 5%**

# UPDATING SECURITY CLEARANCES

- **SECRET** (Every 10 years\*)
- **TOP SECRET** (Every 5 years)
- **GRADUATE SPACE OPERATIONS (GSO) Students:**
  - MUST START CLEARANCE PROCEDURES

\* Updates on hold until further notice (except SAP)

# **ATTENTION All Students**

*This message is to all ~~AFIT~~ Graduate Students:*

**If you are notified of a PCS assignment or are going PCA to an organization on Wright-Patterson AFB you need to contact your Security Manager to see if you have a requirement for higher security clearance. Do not wait until orders are processed...**

**Please contact MSG Reed in building 640, room 102 or at his duty phone 53636x4549 or email to mreed.**

# COMPLIANCE AND SANCTION

**AFIT Commandant wants  
you to know:**

**-AFIT TAKES  
SECURITY**

**DISCUSSING**  
**CLASSIFIED**  
**AFIT has one Secure**  
**Conference Room**  
**(2102)**

- IAW AFIT 31-101
- Classified briefings may be held only after going through the AFIT Security



# **SECURITY**

# **HISTORY**

## **VIOLATIONS 1993**

- **STUDENTS MISHANDLING CONFIDENTIAL MATERIAL**
- **MISUSE OF ELECTRONIC MAIL**

## **VIOLATIONS 1994**

***NONE***

## **VIOLATIONS 1995**

- **CIVILIAN EMPLOYEE TOOK CLASSIFIED MATERIAL HOME**

## **VIOLATIONS 1996**

***NONE***

## **VIOLATIONS 1997**

***NONE***

## **VIOLATIONS 1998**

***NONE (So Far)***

# **ACTIONS TAKEN WHEN CLASSIFIED**

## **DOCUMENT IS FOUND**

**1) TAKE UNSECURED  
CONTROL/SECURE IT**

**2) NOTIFY:**  
**SECURITY MANAGER**  
**DEAN/ASSOCIATE DEAN**  
**SUPERVISOR i.e.**  
**- Your Thesis Advisor**

**This Concludes My  
Slide Presentation  
on the AFIT/ENAS  
Section**

***Any  
Questions?***